

Food Processing Co-op Coordinator & Direct Ship Schools

Frequently Asked Questions (FAQs)

Q: Which survey do I commit pounds for further processing?

A: If you are a member of a processing co-op, you will enter requests for further processing on the processing survey created for your co-op. Please get with your co-op coordinator for additional instructions.

Q: I'm a Direct Ship School. Where do I enter my pounds for further processing?

A: In the processing survey created for your Direct Ship School.

Q: I'm not a member of a processing co-op or a Direct Ship School but I'm a large enough district to process on my own. Which survey do I use to commit pounds for further processing?

A: In the processing survey created for your school.

Q: When will TDA create the processing surveys?

A: TDA will create the processing surveys by March 15.

Q: Can a CE enter pounds into the survey or can the survey be limited to just the co-op coordinator?

A: Yes, the CE can enter pounds into the survey. Processing co-op can provide additional instructions limiting entries into the survey to their processing co-op coordinator.

Q: When are the processing surveys due to TDA?

A: TDA will provide due dates within each processing survey.

Q: What if a member of my co-op is not listed as a CE for the processing survey?

A: The CE probably did not submit their contract prior to TDA creating the processing survey for your CE. Simply call TDA and they will "add" the CE to the survey.

Q: Where do I indicate how much money I will reserve for processing?

A: In the CE Information Update Screen.

Q: Do CEs have to do separate commitments by pound, by truck, by processor?

A: No, *total* pounds are committed by commodity, by processor.

Q: Question: What happens if USDA cancels a truckload that was ordered for my co-op?

A: TDA will require either the processor and/or processing co-op to identify the schools to receive entitlement credits.

Q: Why is the "Truckload Net Weight" not indicated on the Processing Survey?

A: This information will be emailed to processing co-op coordinators from TDA.

Q: Is a CE able to adjust committed pounds on a Survey once they click Submit Survey?

A: Yes, as long as the Survey is not closed. TDA recommends the CE coordinate the change with their processing co-op coordinator if applicable.

Q: Who informs the processor of the end product breakdown?

A: Processing co-op coordinators must communicate end product breakdown to processors outside of TX-UNPS.

Q: How will end product shipments to a contracted warehouse be tracked in the system?

A: The End Product Inbound Shipment will list end products to be shipped to a specific contracted warehouse destination. It will also list CEs that are assigned to receive an allocation of the product after it has been received by the contracted warehouse.

Q: Do co-ops have to coordinate with other co-ops, or schools, to share a truck? What about splitting a truck with another state?

A: TDA will coordinate incomplete trucks using the "Load Balancing" feature in TX-UNPS. If this is not possible, TDA will contact the applicable school or processing co-op directly. Splitting trucks with other states is still an option.

Please Read the Food Service Directors FAQs for Additional Information.